

Neighborhood Planning Advisory Committee

SECTOR OPEN HOUSE + STATUS REPORT JOINT SUBCOMMITTEE REPORT

JUNE 16, 2009

SUBCOMMITTEE MEETINGS, TOPICS AND ATTENDEES

1. The Status Report (SR) Subcommittee met on May 26, 2009 to discuss SRs, with a specific focus on how they will be used at upcoming sector Open Houses (OH). In attendance were Subcommittee members Dennis Saxman, Renee Staton, Joshua Brower, Sharon Meeks, Amalia Leighton, Heidi Oien, Craig Benjamin, and Ashley Harris. Boaz Ashkenazy, SOH Subcommittee Chair, called in to share his insight regarding the OHs.
2. The Sector Open House (SOH) Subcommittee met on June 2, 2009 to discuss the NPAC/Planning Commission training session and the Sector Open House Meetings. In attendance were Subcommittee members Boaz Ashkenazy, Thomas Im, Kay Knapton, Josh Brower, and Planning Commission Staff, Barb Wilson, Katie Sheehy.
3. The Status Report (SR) Subcommittee met on June 8, 2009 to discuss SRs with David Goldberg from DPD. Present from the committee were Joshua Brower, Amalia Leighton and Dennis Saxman.
4. Planning Commission and NPAC members met on June 11, 2009 for the 1st Orientation Meeting.

SUMMARY OF SUBCOMMITTEE DISCUSSION

1. May 26 Status Report Subcommittee Meeting Discussion

Heidi Oien and Boaz Ashkenazy reported phone conversations the week prior with David Goldberg from DPD regarding the SR template NPAC had requested of DPD. At that time DPD was working toward a deadline of producing first iteration SRs a week before each open house, so a revised SR template would not be available for NPAC review. DPD was focusing efforts on quantitative data collection, and their understanding of the OHs was for listening and asking questions of the community and less for explaining data contained in the SRs. The SR Subcommittee discussed the implications of having only one week to become familiar with the SRs before the OHs. There was concern that NPAC wouldn't be adequately prepared to lead OH discussions because the ultimate SR content would not be known in time for training.

To address these issues, it was agreed that NPAC and Planning Commission members should facilitate discussions at each sector OH that fill in the potential gaps in status report data, focusing on *qualitative* information that can not be collected by DPD. Larger issue questions should be asked first, (ex "How is your neighborhood growing?") followed by more detailed questions based on the comprehensive plan elements (ex "Do you have enough parks/services in your neighborhood?" etc.). Specific questions for the OHs as well as recommendations

for NPAC member preparation were also discussed and have been outlined in more detail by the OH Subcommittee.

The SR Subcommittee recommended requesting the following from DPD regarding the SRs:

- a) A draft template or early SR report to help NPAC prepare for OH training. This is desired as soon as possible. (*Received subsequent to meeting, see item 3 below.*)
- b) In lieu of a draft SR template, a list of any elements from NPAC's recommended SR items that will *not* be included in the final SRs so that NPAC can prepare for using the SRs at the OHs. (*Discussed with DPD subsequent to meeting, see item 2 below.*)
- c) In the future, earlier drafts so that NPAC can review and discuss before needing to use them—two weeks is desired, but more time is always ideal.
- d) Post final draft SRs online at least one week prior to each OH so that community members can review and prepare. (*DPD agreed subsequent to meeting, see item 2 below.*)
- e) Provide a brief summary of community comments for the Open Houses in the final SRs. However, all community comments should be provided in a separate, exhaustive document separate from the SRs to make sure all comments are recorded.
- f) A majority of the SR Subcommittee would like to have DPD at the table during regular monthly NPAC meetings to update the Committee on progress, schedule and upcoming deliverables. The subcommittee believes this will help NPAC and DPD work together more effectively in the future, especially with scheduling. Fifteen minutes (or so) could be provided on the agenda for a DPD update. If the time is not needed by DPD, NPAC would take this time for discussion of other issues.

2. June 2 Sector Open House Subcommittee Meeting regarding Open Houses + Training

On June 2nd, the SOH subcommittee met to discuss the timing and agenda of the Sector Open Houses and the Sector Open House training sessions. Attached are the products of those sessions:

- Memo from Sector Open House Planning Committee
- Open House prep session-1

3. June 8 Status Report Subcommittee Discussion with David Goldberg

Line by line, the group reviewed the SR Subcommittee's letter to NPAC and DPD dated April 21, 2009, the Seattle Planning Commission's letter to DPD, as well as Dennis Saxman's comments dated May 28, 2009. DPD reported that they were in the process of making the requested changes. Items that could not be included by DPD were requested to have links for people wishing to look up more information on the internet.

4. June 11 Open House Training—Status Report Draft Template Issued

On June 11, 2009 the Planning Commission set aside time during a scheduled meeting and invited NPAC to join for a joint training session. For an explanation of the issues covered please see agenda (Open House prep session-1.doc). The session was well attended and members of both PC and NPAC gave useful feedback on the break-out session questions and the method for collecting community feedback.

At that session DPD presented an updated draft SR template. The SR Subcommittee has not had a chance to meet as a group to discuss the revised draft, but the first impression is that it was quite different than the first draft and quite a bit better in content and format and graphics. DPD indicated that this will be available online prior to the OHs. Presumably the rest of NPAC will get a copy of this at the next OH training scheduled for June 18. There will not be time for DPD to receive feedback about the draft template prior to the OHs.

FUTURE DISCUSSION ITEMS FOR NPAC

In the future, the Status Report (SR) Subcommittee would like to solicit comments from the full NPAC regarding how the SRs are received at the OHs. What else should be included?, How can they be better used in future OHs?, etc. Qualitative information of the type that can only be gained from living in each neighborhood is of primary interest, as DPD is not able to gather this kind of information without community input.

The SR subcommittee would like to meet as a group one time between the first OHs and the July 21, 2009 NPAC meeting.